

**From:** HertzWu, Sara  
**To:** Werner, Leslye  
**Subject:** RE: Maintaining documents for West Lake  
**Date:** Friday, April 05, 2013 2:57:00 PM

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Do you mean give them to Jolleen? I think the answer is yes.

-----Original Message-----

From: Werner, Leslye  
Sent: Friday, April 05, 2013 2:50 PM  
To: HertzWu, Sara  
Subject: RE: Maintaining documents for West Lake

Sara,

So we need to maintain copies of materials downloaded from the MDNR website, that are publically available? Thanks.

Leslye

-----Original Message-----

From: HertzWu, Sara  
Sent: Friday, April 05, 2013 2:44 PM  
To: Bertram, Gary; Smith, Mark A.; Werner, Leslye; Tapp, Joshua; Jay, Michael; Hooper, Charles A.; Fulweiler, Pete  
Cc: Skelley, Dana  
Subject: FW: Maintaining documents for West Lake

Sorry for the last email. I obviously hit send too quickly. The attached email from Audrey details how we will be handling documents related to the WestLake/Bridgeton Landfill. The intent is to keep up the document database up to date so that when we receive FOIAs we will have most of the documents already gathered to respond.

Part of this procedure includes printing out emails and other electronic documents and sending them down to Jolleen. I know this process seems burdensome, but it hopefully will help us save time down the road. Also, please note that Superfund will be keeping original documents, so please make sure to make a copy of anything you need in your files.

Gary: Let's discuss how to handle the FLIR videos, etc. next week.

Josh/Mike/Mark/Dana: Would you like to forward this to Becky and John Smith? Or maybe have a conversation with them about this process?

Please let me or Audrey know if you have questions about this. Also, please forward this to anyone in APCO/APDB that I may have missed who would have documents/emails related to the site.

Thanks in advance for your help and enjoy the weekend.

Sara Hertz Wu  
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-----Original Message-----

From: HertzWu, Sara

Sent: Friday, April 05, 2013 2:32 PM

To: Bertram, Gary; Smith, Mark A.; Werner, Leslye; Tapp, Joshua; Jay, Michael

Subject: FW: Maintaining documents for West Lake

All: Please see the email from Audrey below and the

-----Original Message-----

From: Asher, Audrey

Sent: Friday, April 05, 2013 2:30 PM

To: Humphrey, Leslie; Johnson, Kent; Skelley, Dana; Gonzales, Kristina; Cozad, David

Cc: HertzWu, Sara; Holmes, Belinda

Subject: Maintaining documents for West Lake

Hello All,

Since the Bridgeton Sanitary Landfill is part of the West Lake Superfund site, we are considering all documents related to the landfill to be part of the Superfund file. For doc retention purposes, the originals should be sent to Jolleen Werst in the lit room. Attached is the form to be filled out whenever docs are filed. Jolleen then will upload the docs into SDMS and when we get FOIA'ed, we can readily access them.

In filling out the attached form, note the site name as West Lake Landfill OU 2, SSID 0714.

If it is a privileged doc, check the box that says This is a Sensitive Document, place in Red Folder.

Check box 1.0 Pre-Remedial

If you also want the docs maintained in your respective divisions (Air, RCRA, Water), know that you will be keeping the copy as SUPR retains the original.

Please let your program clients know of this procedure. A recommended approach is to send docs to the lit room once a week, at least.

Leslie -- plz forward this to the Water atty.

Audrey